

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **December 10, 2002**

AGENDA ITEM NO.: **4**

CONSENT: **X**

REGULAR:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Lead-based Paint Hazard Control Grant Award**

RECOMMENDATION: Appropriate \$356,630 of U. S. Department of Housing and Urban Development (HUD) grant funds for the lead-based paint hazard remediation and outreach program for the period of February 1 – June 30, 2003.

SUMMARY: In May 1998, the City received funding for a lead-based paint hazard control program from the U. S. Department of Housing and Urban Development (HUD). Funding for that grant ended July 31, 2002. Through that grant, the City addressed hazards in 181 homes, presented over 400 educational modules and awarded \$30,000 in mini-grant funds to community groups. Combined, these activities represent the program's three-pronged approach to lead-safe children and housing: lead hazard remediation, education and sustainability.

The program objectives with the new grant award will use the same approach, with goals of addressing lead hazards in 165 homes, disperse \$50,000 in "mini-grants" to community groups and organizations, and reach out to new arenas of education over the 30 month grant period (February 1, 2003 – July 31, 2005).

The design of the new program includes three full-time city positions, which are fully funded by the grant. These positions are being created and filled for the grant period only. The positions are Program Manager, Inspector/Risk Assessor and Program/Database Coordinator. The latter two positions will need to be hired with acceptance of the grant award. The City will also contract directly with a Construction Specialist who will oversee field remediation. Lastly, the program will subcontract with Lynchburg College and Lynchburg Neighborhood Development Foundation to perform a variety of activities involved with the grant.

The grant award requires a combined local contribution of matching and in-kind services of 10 percent. A portion of this contribution will be in-kind services provided by the staff of Community Planning and Development. The remainder of the required match will come from other private and non-profit sources.

The appropriation of \$356,630 in grant funds is for expenses to be incurred from February 1 – June 30, 2003. Additional funding of \$1,783,151 by HUD will be appropriated in the City Operating Budgets for FY04, FY05, and FY06.

PRIOR ACTION(S): May 8 – Finance & Planning Committee  
May 14 – City Council

FISCAL IMPACT: None. The grant funds are fully reimbursable from HUD. There will be in-kind services provided by the staff in Community Planning and Development for the overall administration of the grant.

CONTACT(S): Rachel Flynn – 847-1435 – Ext. 253  
Michelle Carey – 847-1671 – Ext. 237

ATTACHMENT(S): Grant Award Letter, Project Budget

REVIEWED BY: lkp

## RESOLUTION

BE IT RESOLVED that \$356,630 is appropriated to the City/Federal/State Aid Fund with resources of \$356,630 from the U. S. Department of Housing and Urban Development for the Lead-based Paint Hazard Control Grant Program.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute all documents necessary to accept this grant award.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

256L



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-3000

OFFICE OF HEALTHY HOMES  
AND LEAD HAZARD CONTROL

November 20, 2002

City of Lynchburg  
Attn: Michelle Carey  
900 Church Street  
Lynchburg, VA 24504

RECEIVED  
26  
NOV 20 2002  
COMMUNITY PLANNING  
& DEVELOPMENT

Dear Lead Hazard Control Grant Program Recipient:

The Office of Healthy Homes and Lead Hazard Control is pleased to announce that your application submitted in response to the 2002 Notice of Funding Availability (NOFA) entitled "Lead-Based Paint Hazard Control Program," has been selected for a grant award. The amount you are eligible to receive is \$2,139,781.00.

If you accept the terms and conditions of the grant, your start date will be **February 1, 2003**. Since you are receiving an amount less than you applied for, please submit a revised Work Plan and Total Budget (Federal Share and Matching with supporting narrative justification and the basis of cost for each line item) no later than **December 16, 2002**. Your revised Work Plan is to be developed according to the work plan guidance included on pages 25 and A-69 through A-79 of the Application Kit included in the FY 2002 NOFA. In addition, please refer to the Office of Healthy Homes and Lead Hazard Control Policy Guidance Document Number 2001-03 for additional information in developing your specific, measurable and time-phased objectives for the revised work plan.

Your work plan should also be developed according to the "Minimum Benchmark Standards Worksheet" outlined for your period of performance.

To assist you in meeting the **December 16, 2002** deadline, the following items are attached that will help you develop your revised work plan and budget. These items may also be downloaded from the following websites: Our office homepage: <http://www.hud.gov/offices/lead/index.cfm> and Lead Hazard Control grantee homepage: <http://www.hud.gov/offices/lead/lhc/index.cfm>.

You **must** return your signed agreement no later than **January 24, 2003** in order to receive a fully executed agreement prior to the start date of your grant program.

The following is a summary of the key dates in the grant award process:

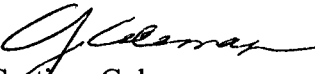
December 16, 2002	Revised Work Plan and Budget Submitted to GTR
January 15, 2003	Grant Officer Sends Grant Agreement to Grantee
January 24, 2003	Grantee Executes Agreement and Returns Signed Copies to HUD
January 31, 2003	Grant Officer Executes Grant Agreement and Returns Fully Executed Agreement to Grantee
February 1, 2003	Grant Start Date

In order to meet these deadline dates and expedite the processing of your grant agreement, grantees are strongly encouraged to submit their required material as soon as possible, but prior to the deadline date.

In accordance with OMB Circular A-133, (Audits of States, Local Governments and Non-Profit Organizations) grantees must submit their completed audit-reporting package along with the Data Collection Form (SF-SAC) to the Single Audit Clearinghouse, the address can be obtained from their website. The SF-SAC can be downloaded at <http://harvester.census.gov/sac/>. If you have any administrative questions that cannot be answered by your GTR, please contact me at 202-755-1785 extension 119.

We congratulate you on your submission of a successful proposal and we look forward to assisting you in implementing this grant program on **February 1, 2003**. Best wishes for a productive and rewarding effort to protect children from exposure to lead.

Very sincerely yours,

  
Curtissa Coleman  
Grant Officer

Enclosure(s)

**U.S. Department of Housing and Urban Development  
Lead-Based Paint Hazard Control Grant  
30 Month Budget**

		<b>ALLOCATION</b>
<b>STAFF</b>		
<b>Program Manager</b>		
Salary		\$ 95,992.00
Benefits	VRS	\$ 14,639.00
	FICA	\$ 7,343.00
	Life Insurance	\$ 768.00
	Hospital	\$ 6,660.00
	Dental	\$ 480.00
	Benefits Total	\$ 29,890.00
Total		\$ 125,882.00
<b>Inspector/Risk Assessor ** (Pay Grade 16)</b>		
Salary		\$ 73,892.00
Benefits	VRS	\$ 11,269.00
	FICA	\$ 5,653.00
	Life Insurance	\$ 591.00
	Hospital	\$ 6,660.00
	Dental	\$ 480.00
	Benefits Total	\$ 24,653.00
Total		\$ 98,545.00
<b>Program/Database Coordinator ** (PG 15)</b>		
Salary		\$ 65,000.00
Benefits	VRS	\$ 9,913.00
	FICA	\$ 4,973.00
	Life Insurance	\$ 520.00
	Hospital	\$ 6,660.00
	Dental	\$ 480.00
	Benefits Total	\$ 22,546.00
Total		\$ 87,546.00
<b>City Support Staff</b>		
Salary		\$ 12,704.00
Benefits	VRS	\$ 1,937.00
	FICA	\$ 972.00
	Life Insurance	\$ 102.00
	Hospital	\$ 333.00
	Dental	\$ 24.00
	Benefits Total	\$ 3,368.00
Total		\$ 16,072.00
<b>Total STAFF</b>		\$ 328,045.00

\*\* These positions are new full-time positions to be hired by the City for the grant period only.

1. A copy of the Work Plan Guidance and Sample Budget Forms
2. A copy of the "Minimum Benchmark Standards Worksheet" for Grantees with a Sample Format
3. A copy of the Office of Healthy Homes and Lead Hazard Control Policy Guidance Document Number 2001-03

Technical guidance for developing your revised Work Plan and Total Budget will be provided by John Baker (804) 771-2100 x3765, the Government Technical Representative (GTR) for your grant. Your GTR will contact you shortly after you receive this letter and provide you with additional information on submitting your revised work plan and budget.

In addition, the GTR will refer you to our Environmental Review Officer who will provide you information on the environmental review requirements applicable to the lead hazard control grant program and the process to be followed in obtaining HUD approval for the Release of Funds. Prior approval of your Request for Release of Funds is required prior to committing Lead Hazard Control Grant funds for lead hazard control intervention work.

After receipt of your revised package, you may be contacted to finalize the negotiation of the terms of this grant.

The following items, if not already included in your application, are also to be submitted with your revised Work Plan and Budget:

- A completed "Minimum Benchmark Standard Work Sheet"
- A revised 2 page abstract that reflects any changes made in your revised Work Plan and Budget
- Resumes or position descriptions for up to three Key Personnel and their percentages of time dedicated to the Lead Hazard Control Grant Program
- Verification of pay, fringe benefits, indirect cost rates
- Audit information (letter of compliance or latest audit if there were findings)
- Amount of Matching Contribution
- Number of Units to Receive Lead Hazard Control
- Period of Grant
- Code of Conduct (See Section II (B)(2) – Requirements and Procedures Applicable to All Programs of the General Section of the SuperNOFA)

The Office of Healthy Homes and Lead Hazard Control will forward your negotiated grant agreement no later than **January 15, 2003**. When your Grant Agreement is forwarded to you for your acceptance, additional instructions on how to have your grant account entered into HUD's Line of Credit Control System (LOCCS) payment system, establishing security passwords and gaining access to the Voice Response system in order to request payment will be provided. Other forms and program requirements that you will be required to complete or follow during the course of the grant will also be provided.

**U.S. Department of Housing and Urban Development  
Lead-Based Paint Hazard Control Grant  
30 Month Budget**

	ALLOCATION
<b>TRAINING &amp; TRAVEL</b>	
Daily Travel	\$ 2,340.00
Travel to Training & Conferences	\$ 11,160.00
Training & Conferences	\$ 11,372.00
<b>Total TRAINING &amp; TRAVEL</b>	<b>\$ 24,872.00</b>
<b>GENERAL OFFICE</b>	
Office supplies	\$ 5,550.00
Office furnishings	\$ 3,750.00
Cell phones	\$ 4,500.00
Computer & equipment	\$ 14,000.00
Facilities	\$ 18,057.00
<b>Total GENERAL OFFICE</b>	<b>\$ 45,857.00</b>
<b>OUTREACH &amp; EDUCATION</b>	
Educational materials	\$ 8,500.00
Community Training	\$ 42,800.00
Mini-grants	\$ 50,000.00
<b>Total OUTREACH &amp; EDUCATION</b>	<b>\$ 101,300.00</b>
<b>EQUIPMENT</b>	
XRF	\$ 15,000.00
XRF Re-Source	\$ 4,000.00
<b>Total EQUIPMENT</b>	<b>\$ 19,000.00</b>
<b>RELOCATION</b>	<b>\$ 105,000.00</b>
<b>HAZARD REDUCTION</b>	
Hazard Identification	\$ 80,035.00
Hazard Remediation	\$ 1,155,000.00
Construction Specialist	\$ 88,000.00
<b>Total HAZARD REDUCTION</b>	<b>\$ 1,323,035.00</b>
<b>CONTRACTS</b>	
Lynchburg Neighborhood Development	\$ 125,712.00
Lynchburg College	\$ 66,960.00
<b>Total CONTRACTS</b>	<b>\$ 192,672.00</b>
<b>TOTAL BUDGET</b>	<b>\$ 2,139,781.00</b>

\*\* These positions are new full-time positions to be hired by the City for the grant period only.